



Title: **MAINTENANCE PLANNER**

Salary Code: 17  
Effective Date: 12/01/15  
FLSA Designation: Nonexempt

**GENERAL DESCRIPTION**

Under direction of the Senior Field Engineer, schedules the construction, maintenance, and repair work of civil, electrical, and mechanical facilities, and secures, coordinates, directs, and organizes equipment, materials, and services to accomplish such work. Maintenance Planner is a single position classification.

**EXAMPLES OF WORK PERFORMED**

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive but indicative of several types of duties performed.

1. Develops, maintains, and analyzes daily equipment and labor requirements for the division; and prepares daily and weekly work and equipment usage schedules.
2. Calculate pipeline volumes for purpose of dewatering facilities.
3. Maintains daily records and prepares periodic or special reports.
4. Maintains the computerized work order system; and reviews work orders for completeness, priority, and cause coding; and develops and maintains computerized spreadsheet, data base, and word processing data.
5. Develops historical records of repetitive maintenance work to standardize material needed and labor-hour requirements, develops and maintains time-slotting standards for maintenance work, and develops equipment usage files.
6. Coordinates, interprets, and prepares Underground Service Alert (USA) notification and/or administration.
7. Prepares sketches to locate existing underground pipeline or proposed projects for District employees to place location markers.
8. Coordinates activities with other divisions/departments, water users, and County and State authorities; obtains permits; and arranges for inspections where indicated.
9. Works closely with other staff to ensure that materials are available before scheduling work.
10. Assists in marking and layout of USA's in the field.

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11. Assists in determining, recommending, and coordinating system shutdown schedules and dewatering with water users, District personnel, and outside agencies.
12. Assists in the preparation of the division's annual budget.
13. Assists in the identification of specialized equipment and materials to be staged.
14. Performs other duties as assigned.

### **CLASSIFICATION REQUIREMENTS**

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Option 1: Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system in Urban or Regional Planning, Engineering, Geography, Architecture, or a closely related field; **OR**

Option 2: Five (5) years of experience performing construction and/or maintenance work in a water distribution system which involves computerized work and reading maps, drawings and plans.

### **Knowledge of:**

- The applicable California General Industrial Safety Orders.
- Civil and mechanical construction and installation drawings, including plan and profile.
- The applicable Safety and Accident Prevention Procedures of the California Occupational Safety and Health Act.
- The procedures to prevent exposure to air contamination in confined spaces.
- Pump and gravity line distribution system operations.
- Configuration and principles of temporary diversions.
- Land and parcel descriptions and its practical application of District facilities.
- Personal computers and various application software including Microsoft Word and Excel.
- Inventory control methods and techniques.

### **Ability to:**

- Communicate effectively.
- Operate a variety of office equipment, including facsimile and copy machines.

### **WORKING CONDITIONS**

- Weight lifting up to 30 pounds.
- Work in all weather conditions.
- Possess physical characteristics to perform the critical and important duties of the job, including the ability to climb stationary ladders.

### **STANDARD REQUIREMENTS**

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider.